



Building Permit – Fence Checklist

The information below is a guide only. Depending on the nature, size and/or complexity of the work additional information may be requested in order for a complete assessment to be undertaken.

****Denotes mandatory items**

- **Completed Application Form** - Include all registered building practitioners.
- **Application Fee** - This will be determined by the type of work, time to assess, number of inspections & quality of plans & documents provided.

The following fees may also apply:

- A Victorian Building Authority Levy (applies to works over \$10,000.00)
- A lodgment fee is payable

- **Current Copy of Title** - Must include the Front Title Page, a Plan of Sub-division and any covenants or Section 173 Agreements registered to the land.

Note: Title Restrictions may override below items.

- **Suitably Scaled Architectural/Draftspersons Drawings** (example attached) - The following items must be included:
 - **Site Plan** - Including:
 - Entire property as illustrated on the plan of Subdivision including boundary lengths and easements if any
 - Existing buildings, decks, retaining walls, pools/spas/existing safety barriers & structure locations
 - Proposed Fence type (e.g. proposed 1.8m high brick fence), location & length, Post/ Brick Pillar spacings, dimensions & material details
 - Proposed fence clear of easements & setback from title boundaries
 - Notation that no part of fence including capping & footing to project over boundary lines
 - Fence footings not to be undermined by any easements, underground services/assets
 - **Elevation Plans** - Including contour of land, maximum fence height and type etc.



- **Sectional Plans** (example sections may be requested upon receipt of application) illustrating preferred construction details including:
 - Footing dimensions, top and bottom reinforcement size for strip footings, minimum 25 Mpa concrete strength
 - Founding depth of footings into natural material of at least 100 kPa clay or other suitable material (i.e. not fill)
 - Retaining walls
 - Any easement & deepened footing depths & pipe/asset offsets/depth locations (if applicable)
- **Timber Framing schedule/specifications** (if applicable) including timber sizes, spacings, spans, stress grades (e.g. Treated Pine – F5),

Important: Ensure all Architectural/Draftspersons Drawings correspond with any Soil Report, Planning endorsed plans, Build Over Easement endorsed plans etc. if applicable.

Report & Consent – Required for any variation to a standard Building Regulation. This is a separate application and is required for any of the following if applicable to the site. You will require a Draftsperson/Architect or Builder to advise if the following are applicable:

- Siting Part 5 – Required if fence height exceeds 1.5m (on a minor street) & 2.0m (on a major road). Draftsperson/Architect to advise. This is a Building Department application
- Corner Fence Dispensation - Required where fence is within 9m of a street corner alignment (i.e. corner boundary lines) & exceeds 1m in height. This is a Building Department application
- Consent to Build on Flood Prone Land – This is an Infrastructure Department application

For information and application forms relating to the Infrastructure Department please visit www.frankston.vic.gov.au (Infrastructure >> Drainage & developments)

- 3 Copies of Bore Log Profile Test** – To confirm soil type, founding depth & footing size
- Precaution Work Form** – Required for all proposed works near boundary lines that may impact adjoining property such as footings, walls, fences etc.
- For domestic Works exceeding \$16,000.00 (Commercial Rate of Labour & Materials to be Included into Calculation) one of the following is required:**

Domestic Building Warranty Insurance from a registered Builder if works exceed \$16,000.00 **OR**

Owner-Builder Consent from the Victorian Building Authority (VBA) **and** an **Owner-Builder Acknowledgement Form**

Owner-Builder Application Kits can be obtained from the Victorian Building Authority

- Land Survey Plan** – Must be prepared by a registered Land Surveyor. May be required if proposing to construct on the boundary line or in a flood prone area

- **Build Over Easement Approval** – May be required from service authorities (e.g. South East Water - Sewerage, Council's Infrastructure Department – Drainage, Melbourne Water - Drainage) and as listed on the Plan of Subdivision if proposing to construct on or within close proximity of an Easement or Service Assets (e.g. sewer branch, pit etc.)
 - Council Infrastructure Department – Download application form and information from www.frankston.vic.gov.au (Infrastructure >> Drainage & developments)
 - South East Water (SEWL) – Download application form and information from www.sewl.com.au
 - Melbourne Water – Download application form and information from www.melbournewater.com.au
- **Asset Protection Permit** - Required for all work required by the Infrastructure Department www.frankston.vic.gov.au and Asset Protection Application Form (as applicable)
- **Planning Permit & Endorsed Plans** - If applicable. Please obtain advice from the Planning Department www.frankston.vic.gov.au